United Nations ST/IC/1999/76

# Secretariat

14 September 1999

## Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Staff Day 1999**

### Introduction

1. The observance of Staff Day on Friday, 17 September 1999, is an official function sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff members an opportunity not only to have fun but also to reaffirm the esteem we hold for one another and the work we perform. It is a unique tribute to, and symbol of, multiculturalism and global understanding. Staff Day is not intended to be a "day off". It will be a success if staff members participate together in the events that have been planned, and it is hoped that staff members at all levels will join in the spirit of this endeavour. The Secretary-General and the President of the Staff Union will address the staff.

### Participation in Staff Day activities

2. Supervisors are expected to release their staff to participate in the Day's activities, to the extent possible, and to participate themselves. In offices where the exigencies of service require some staff members to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to allow the greatest staff participation possible. To the extent feasible, with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours without being expected to complete their normal assignments as well.

### Schedule of activities during the Day

3. A complete programme giving details will be issued by the Staff Union.

4. Admission to events will be on a first-come, first-served basis, upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times. Retired staff members are invited to participate.

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* Expiration date of the present circular: 30 September 1999.

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